



City of Burbank  
Planning and Transportation Division  
**STANDARD PLAN DETAILS/GENERAL REQUIREMENTS**

150 North Third Street  
Burbank, California 91502  
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T: 818-235-5250  
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For your application to be processed in a timely manner, it is important that as much information as possible be included in the application package, and that all documents, photographs, and plans conform to City requirements as set forth below.

**DOCUMENTS:**

1. All reports, studies, text prepared by the applicant, and other such documents should be black and white and no larger than 8½ by 11 inches to facilitate photocopying.
2. If available, submit one digital copy of each document.

**PHOTOGRAPHS:**

1. All photographs must be in color and no smaller than 3 by 5 inches. Each photograph must have the project address written on the back, or be attached to an 8½ by 11 inch sheet of paper with the project address written on it. Photographs that are blurry, shadowed, or otherwise not usable for the requested purpose may be rejected and the application deemed incomplete.

**PLANS:**

1. All plans submitted shall be standard or half-sheet standard sized and must be drawn to scale with all lot and building dimensions labeled.
2. **All plans must be folded to approximately letter-size. Rolled plans will not be accepted.**
3. All plans must include the following:
  - o Name of preparer
  - o Date originally prepared and date(s) of any revisions
  - o Applicant name
  - o Project address
  - o North arrow and scale
  - o Tabulations and notations of the following:
    - Lot size
    - Existing and proposed square footage of all structures, including separate calculations for garage and for any square footage to be demolished

**SITE PLAN**

1. Accurate and complete lot boundaries and dimensions.
2. Outline of all existing and proposed buildings on the property including structural walls and any eaves or overhangs, showing dimensions of the building and all front, side, and rear yard setbacks; existing buildings and portions of buildings must be labeled or otherwise differentiated from proposed buildings.
3. If existing buildings are to be demolished, two site plans must be submitted: one showing all existing buildings and indicating where demolition will occur, and one showing existing buildings or portions thereof that will remain (if any) and new buildings.
4. The location and name of all existing public streets and alleys adjacent to the site.
5. The width and location of all existing and proposed easements, whether public or private.
6. Outline of all parking facilities including paved areas/driveways leading to parking areas.

**FOR RESIDENTIAL PROJECTS ADD THE FOLLOWING TABULATIONS:**

1. Total number of dwelling units.
2. Square footage and number of bedrooms in each unit.
3. Square footage and percent of common open space area.
4. Private open space provided each unit.
5. Tenant and guest parking required and provided.

**FLOOR PLANS**

1. All floor plans must include the following:
  - a. Full interior floor plan of all structures with each room labeled and dimensioned

**ELEVATIONS:**

1. Provide full elevations of all structures on the property shown from all sides, with each side labeled by direction.
2. All dimensions labeled including but not limited to setbacks, height to top plate from average grade, and height to top of roof from average grade.
3. Show total height of structure on each elevation view measured from the property elevation to the highest point on structure. Include intermediate heights for top of garage deck and ceiling height(s) of rooms that may be occupied.
4. Patterns and/or labels indicating all roof and exterior wall materials, colors, and textures.
5. Label each elevation using local orientations or street names.

**LANDSCAPE PLANS**

1. A preliminary landscape plan may be provided, however it must include the following:
  - Distinguish areas that are to be landscaped vs. hardscaped
  - Include notations for types of plants, distinguish between shrubs, trees, hedges and ground coverings

**PARKING PLAN**

1. If garage parking, use same scale as floor plans. If open/at-grade parking, use same scale as site plan.
2. Show all required and proposed parking, including garages and covered and uncovered stalls.
3. Number each stall, show striping, wheel stops, and directional arrows.
4. Show the dimensions of all circulation features including internal streets, driveways, turn around areas, access areas, and loading or service areas.
5. Provide profile of ramps to underground parking which delineate all grade transitions, clearances and dimensions, and which provide elevations of street, gutter, sidewalk, and curb.
6. Clearly identify whether parking spaces are compact or standard, tandem or handicapped, and for residential projects, which spaces are guest spaces.
7. If only open surface parking is proposed, this information can be included on Site Plan, and a separate parking plan may be omitted.

**FOR PROJECTS INVOLVING DEMOLITION OF EXISTING BUILDINGS OR STRUCTURES, ADD THE FOLLOWING TABULATIONS:**

1. Adjusted gross square footage and use of each building or structure to be demolished.
2. If buildings to be demolished are residential, also indicate the number of single family units and/or multi-family units to be removed.

**ART IN PUBLIC PLACES**

All development projects are subject to the Art in Public Places Ordinance (BMC Section 10-1-1114) which requires the provision of public art as part of the project or an in-lieu payment to the Art in Public Places fund. For further information, please contact the Park, Recreation, and Community Services Department, at (818) 238-5300.